

State APPROVAL AND REPORTING PROCEDURES FOR DEPARTMENT TIMBER SALES

This procedure should be used to process Timber Sale Notice and Cutting Report, Forms [2460-1](#) and 2460-1A, for timber sales on Department-owned land.

A region may establish additional review of timber sales to deal with sensitive sale areas or other issues. The Bureau of Forestry may identify specific concerns and negotiate additional protocol with a specific region.

This is a three-stage process. Each of the three stages is indicated by different shading of appropriate areas on Forms [2460-1](#) and 2460-1A. The Timber Sale Notice, Part A, is submitted for approval prior to advertising sale. Timber Sale Notice, Part B, is submitted before a contract can be awarded or cutting started. The Cutting Report (final) is completed and submitted upon completion of the sale.

Timber Sale Notice (Part A)

(White)

(Request for Approval)

Forester

1. Prepares original and one file copy of Forms 2460-1 and 2460-1A; attaches a sale map. Forwards original of Forms 2460-1 and 2460-1A, including updated compartment recon (Form 2400-26), to property manager.

Property Manager

2. Reviews and recommends approval or disapproval. Forwards to [forestry](#) team leader.

[Forestry Team Leader](#)

3. a. Reviews and approves or disapproves. If questions arise, contacts [area](#) forestry [leader](#) expert for consultation. Sales occurring in sensitive areas should be considered for additional review by the regional forestry [leader](#) and/or Bureau of Forestry before approval.

Sensitive areas include intensive recreational use areas, Class A aesthetic zones, adjacent to wild rivers, etc.

- b. If approved, sends forms to regional data entry.

Data Entry

- c. Enters approved data into computer system and keeps one copy of Forms 2460-1 and 2460-1A. Can be entered directly by the forester at a service center with prior approval.
- d. Returns original approved forms directly to forester.

Forester

4. Files original Forms 2460-1 and 2460-1A and proceeds to negotiate or advertise sale as approved.

Timber Sale Notice (Part B)

(Gray)

(Notification of Sale)

Forester/Property Manager

5. Completes the original and file copy of Form 2460-1. Forwards original Form 2460-1 to regional data entry. Retains file copy of Form 2460-1 and original of Timber Sale Contract (Form 2400-5).

Timber Sale Handbook

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| Data Entry | 6. Enters Part B information into computer. Forwards original Form 2460-1 to forester. Files a copy of Form 2460-1. Can be entered directly by the forester at a service center with prior approval. |
| Forester | 7. Files original form. |

Cutting Report - Final (Blue)

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| Forester/Property Manager | 8. Completes original and file copy of Forms 2460-1 and 2400-26 (recon). Routes original to regional data entry. |
| Forester | 9. Routes Timber Sale Close-out Transaction (Form 2460-4) to Madison Forest Tax Section. (See page 84-1 for details.) |
| Data Entry | 10. Enters final report data and recon data into computer, sends original Form 2460-1 to forester for permanent file and retains one copy in file. Can be entered directly by the forester at a service center with prior approval. |
| Forester | 11. Files original form in permanent file. |